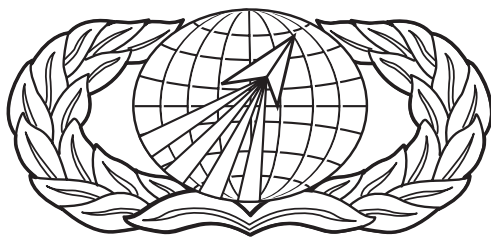


DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington, DC 20330-1030

CFETP 6F0XX
Parts I and II
31 October 1999

AFSC 6F0XX

FINANCIAL MANAGEMENT AND COMPTROLLER



CAREER FIELD EDUCATION

AND TRAINING PLAN

CAREER FIELD EDUCATION AND TRAINING PLAN
FINANCIAL MANAGEMENT AND COMPTROLLER
AFSC 6F0XX

Table of Contents

Part I

Preface	1
Section A--General Information	2
Purpose of the CFETP	
Use of the CFETP	
Coordination and Approval of the CFETP	
Interim CFETP Changes	
Section B-- Career Field Progression and Information	3
Specialty Descriptions	
Skill/Career Progression	
Apprentice Level (3)	
Journeyman Level (5)	
Craftsman Level (7)	
Superintendent Level (9)	
Training Decisions	
Community College of the Air Force	
Career Field Path	
Section C--Skill Level Training Requirements	13
Purpose	
Training Requirements	
Apprentice Level (3)	
Journeyman Level (5)	
Craftsman Level (7)	
Superintendent Level (9)	
Financial Management Formal Upgrade Program	
Section D-- Resource Constraints	19
Section E-- Transitional Training Guide	20
Abbreviations and Terms Explained	21

Part II

Section A-- Specialty Training Standard	24
Section B-- Course Objective List	50
Section C-- Support Material	59
Section D-- Training Course Index	59
Section E-- MAJCOM Unique Requirements	60
Section F—Individual Development Plan	61

Supersedes CFETP 6F0XXPT1-2 and 6F1XXPT1-2, 31 October 1997

OPR: SAF/FM

Approved By: CMSgt Lorraine Tanner

FINANCIAL MANAGEMENT AND COMPTROLLER SPECIALTY
AFSC 6F0XX
CAREER FIELD EDUCATION AND TRAINING PLAN

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and the minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and instill rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.
2. The CFETP consists of two parts. Commanders, supervisors, trainers, and trainees will use both parts of the plan to develop, manage, and conduct training within the career field.
 - 2.1. Part I provides comprehensive career field information necessary for overall management of the specialty. Section A explains how everyone will use the plan. Section B provides information on career field progression, duties and responsibilities, training strategies, and the career field path. Section C associates each skill level with specialty qualifications (knowledge, education, training, and other). Section D indicates resource constraints (funds, manpower, equipment, and facilities). Section E identifies transition training guide requirements for SSgt through MSgt.
 - 2.2. Part II provides detailed training information and an introduction to the Individual Development Plan. Section A identifies the Specialty Training Standard (STS) which includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, core/wartime task and correspondence course requirements. Section B contains the course objective list and training standards supervisors will use to determine if airmen satisfied training requirements. Section C identifies available support materials. (An example is a qualification training package (QTP), which may be developed to support proficiency training). These packages are identified in AFIND 8, *Numerical Index of Specialized Educational Training Publications*. Section D provides a training course index that supervisors can use to determine resources available to support training. Both mandatory and optional courses are included for reference. Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for associated qualification needs. Section F explains the purpose and use of the Individual Development Plan.
3. By using the guidance in the CFETP, individuals can ensure they receive effective and efficient training at the appropriate point in their career. This plan enables us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan. On-

the-job (OJT) training is vital for an effective training program. The success of OJT is the direct result of a dedicated, focused effort by the commander, supervisor, trainee and the trainer.

Section A - General Information:

1. Purpose. This CFETP provides guidance on training that individuals in this AFS should receive in order to develop and progress throughout their careers. This plan gives information necessary for the Air Force Career Field Manager (AFCFM), MAJCOM Functional Managers (MFMs), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan also identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. For this AFS, this training is conducted by AETC at Sheppard AFB. Upgrade training identifies the mandatory courses, task qualification requirements, and in-residence/correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It's designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. This multi-purpose CFETP:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate career field training programs. It's also used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in this AFS and recommends education/training throughout each phase of an individual's career.

1.3. Lists training courses available in this AFS and identifies sources of training and the training delivery method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Uses. This plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty. Each enlisted financial manager should have a copy of this plan for his or her personal reference.

2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs compliment the CFETP mandatory initial, upgrade, and proficiency requirements. Identified training requirements can be satisfied through OJT, resident training, contract training, or exportable courses. MAJCOM-developed training to support this AFSC must be identified for inclusion into this training plan and must not duplicate training methods already available.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate career field training requirements. The AETC training manager will initiate an annual MFM and AETC review of this document to ensure relevancy, currency and accuracy.

4. Interim CFETP Changes. The AFCFM can approve CFETP changes at any time. Messages, e-mails, or other documentation that identifies AFCFM approved changes will serve as the official CFETP supplement until the next formal CFETP revision.

Section B - Career Progression and Information

5. Specialty Description. Financial Management and Comptroller (Helper AFSC 6F011, Apprentice AFSC 6F031, Journeyman AFSC 6F051, Craftsman AFSC 6F071, Superintendent AFSC 6F091, CEM Code 6F000)

5.1. Specialty Summary.

5.1.1. (Financial Management and Comptroller AFSC 6F031): Performs financial management activities. Provides customer service. Maintains financial records for pay and travel transactions. Maintains accounting records and prepares reports. Determines fund availability and propriety of claims. Prepares commitments and obligations, payments and collections. Accounts for cash, checks and other negotiable instruments. Related DoD Occupational Subgroup: 541.

5.1.2. (Financial Management and Comptroller AFSC 6F051): Supervises and performs financial management and comptroller activities. Provides customer service. Maintains financial records for pay and travel transactions. Maintains accounting records and prepares reports. Determines fund availability and propriety of claims. Prepares and processes commitments and obligations, payments and collections. Accounts for cash, checks and other negotiable instruments. Serves as the financial advisor to commanders and resource

managers. Compiles, analyzes, and summarizes data. Prepares and executes financial plans. Related DoD Occupational Subgroup: 541.

5.1.3. (Financial Management and Comptroller AFSC 6F071): Supervises and manages financial management and comptroller activities. Provides customer service. Determines fund availability and propriety of claims. Processes commitments and obligations, payments and collections. Maintains accounting records and reviews reports. Accounts for cash, checks and other negotiable instruments. Serves as the financial advisor to commanders and resource managers. Compiles, analyzes, and summarizes data. Prepares and executes financial plans. Related DoD Occupational Subgroup: 541.

5.1.4. (Financial Management and Comptroller AFSC 6F091/Chief Enlisted Manager (CEM) Code 6F000): Oversees and directs financial management and comptroller activities and operations, including appropriation, cost, expense, operating, and capital property; working capital and management funds, nonappropriated funds; public allowances, and commercial accounts. Related DoD Occupational Subgroup: 541.

5.2. Duties and Responsibilities.

5.2.1. (Financial Management and Comptroller Apprentice AFSC 6F031):

5.2.1.1. Provides customer service for military and civilian personnel. Financial liaison for installation level organizations and vendors. Interprets financial directives. Prepares, verifies, computes and processes pay transactions for military and civilian personnel. Processes, verifies, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers.

5.2.1.2. Processes pay and travel transactions. Determines fund availability. Performs follow-up on outstanding obligations and processes disbursement and collection transactions. Disburses and collects cash and negotiable instruments from certified vouchers.

5.2.1.3. Maintains appropriated funds accounting records and files. Records, reconciles, and verifies entries into automated systems based on accounting documents. Determines propriety of fund. Prepares and processes payment and collection vouchers.

5.2.1.4. Provides customer service and accounting liaison for installation level organizations, vendors, and the Defense Finance and Accounting Service. Prepares financial accounting reports.

5.2.2. (Financial Management and Comptroller Journeyman AFSC 6F051):

5.2.2.1. Provides customer service for military and civilian personnel. Financial liaison for installation level organizations and vendors. Interprets financial directives. Prepares, verifies, computes and processes pay transactions for military and civilian personnel. Processes, verifies, audits travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers.

5.2.2.2. Processes pay and travel transactions. Performs follow-up on outstanding obligations and processes disbursement and collection transactions. Disburses and collects cash and negotiable instruments from certified vouchers. Prepares accountability records and reports for domestic and foreign operations.

5.2.2.3. Maintains appropriated funds accounting records and files. Records, reconciles, and verifies entries into automated systems based on accounting documents. Determines propriety and certifies availability of funds. Certifies and processes payment and collection vouchers.

5.2.2.4. Provides customer service and accounting liaison for installation level organizations, vendors, and the Defense Finance and Accounting Service. Reconciles funding authorities with accounting records.

5.2.2.5. Schedules, prepares, verifies, and submits financial accounting reports.

5.2.2.6. Analyzes accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of Air Force activities. Develops and compiles factors for improved planning, programming and budgeting. Prepares budgets and financial plans. Provides budget call instructions to organizations. Prepares narrative justification to support financial requirements.

5.2.2.7. Reviews financial data for accuracy, and resolves discrepancies. Receives, reconciles, and distributes funding authorities. Examines funding and reprogramming actions to determine financial implications. Reviews reimbursement program status.

5.2.3. (Financial Management and Comptroller Craftsman AFSC 6F071):

5.2.3.1. Plans, organizes, and schedules comptroller activities. Develops instructions, techniques, and performance standards for operating financial management systems.

5.2.3.2. Establishes internal controls to ensure compliance with directives, laws, and statutes. Prescribes procedures for jobs not covered by directive or precedent.

5.2.3.4. Provides customer service for military and civilian personnel. Financial liaison for installation level organizations and vendors. Interprets and supplements financial directives. Prepares, verifies, computes and processes pay transactions for military and civilian personnel. Processes, verifies, audits travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers.

5.2.3.5. Processes pay and travel transactions. Performs follow-up on outstanding obligations and processes disbursement and collection transactions. Disburses and collects cash and negotiable instruments from certified vouchers. Prepares accountability records and reports for domestic and foreign operations.

5.2.3.6. Maintains appropriated funds accounting records and files. Records, reconciles, and verifies entries into automated systems based on accounting documents. Determines propriety and certifies availability of funds. Certifies and processes payment and collection vouchers.

5.2.3.7. Provides customer service and accounting liaison for installation level organizations, vendors, and the Defense Finance and Accounting Service. Reconciles funding authorities with accounting records.

5.2.3.8. Schedules, prepares, verifies, and submits financial accounting reports.

5.2.3.9. Analyzes accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of Air Force activities. Develops and compiles factors for improved planning, programming and budgeting. Prepares budgets and financial plans. Provides budget call instructions to organizations. Prepares narrative justification to support financial requirements.

5.2.3.10. Reviews financial data for accuracy, and resolves discrepancies. Receives, reconciles, and distributes funding authorities. Examines funding and reprogramming actions to determine financial implications. Reviews reimbursement program status.

5.2.3.11. Administers the Air Force Internal Management Control Program.

5.2.4. (Financial Management and Comptroller Superintendent/Chief Enlisted Manager (CEM) AFSCs 6F091 and 6F000):

5.2.4.1. Plans, organizes, and directs comptroller activities. Develops related reports. Improves work methods and procedures for internal control and economic operation. Coordinates with units and other activities on matters pertaining to comptroller policies, procedures, and operations.

5.2.4.2. Inspects, reviews, and examines comptroller activities for operational efficiency and compliance with established procedures and policies. Takes or recommends corrective action.

5.2.4.3. Studies and develops solutions to problems encountered by operating units in maintaining accounts, collecting and disbursing funds, paying military and civilian personnel and commercial accounts, and preparing reports and summary cost data.

6. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. In this career field, the Career Development Course (CDC) for upgrade training will be completed within 12 months of enrollment. Trainees are required to complete at least one volume every 30 days. This ensures adequate progression towards attainment of the higher skill level. An effective training program requires a team effort. The commander, supervisor, base and unit education and training manager, trainer, and trainee must singularly

and collectively do their part to plan, conduct, administer, and evaluate training. This portion of the CFETP is a guide to ensure each individual receives viable training at appropriate points in their career.

6.1. Apprentice (3) Level.

6.1.1. (Financial Management and Comptroller AFSC 6F031): Initial skills training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident course located at Sheppard AFB, TX. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of occupational survey report (OSR) data, training requirements analysis (TRA) data, and 6F0XX subject matter expert (SME) input. Individuals must complete the basic financial management course to be awarded the 6F031 AFSC. As a 6F031, you may be assigned to a Financial Services Office (FSO) at wing/base level performing duties in customer service, customer support, or accounting liaison. You may also be assigned to an operating location within the Defense Finance and Accounting Service (DFAS) network.

6.2. Journeyman (5) Level.

6.2.1. (Financial Management and Comptroller AFSC 6F051): The financial journeyman is a leader in the making. Certification of all STS core tasks are required for upgrade to the 5-skill level in addition to job qualification training and completion of the 5-skill level CDC. The OJT Training Guides will be used to certify completion of core tasks (<http://www.saffm.hq.af.mil/ENL/training.html>). On the other hand, job qualification training consists of completion and certification of duty position task and knowledge areas. To obtain this skill level, individuals will have experience in two functional areas. You may be assigned to a wing/base level FSO or Financial Analysis office. You may also be assigned to an operating location within the Defense Finance and Accounting Service (DFAS) network. SrA should plan on attending Airman Leadership School. Additional knowledge and use of automated systems is also desirable during this phase of an airman's career. Active pursuit of an Associates Degree in Financial Management through the Community College of the Air Force (CCAF) is highly encouraged.

6.3. Craftsman (7) Level.

6.3.1. (Financial Management and Comptroller AFSC 6F071): Further broadening of our financial warrior and future leader continues with the requirements set forth to obtain this skill level. The breadth of experience widens and the increase in responsibilities grows upon attainment of our financial management 7-skill level. To be upgraded to the 7-skill level in this specialty, individuals must be recertified on all STS core tasks (again, using the OJT Training Guides, <http://www.saffm.hq.af.mil/ENL/training.html>), complete qualification training and the 7-level CDC, and complete the 7-level technical school course in residence. In addition to this training, individuals will have experience in three functional areas to obtain this skill level. Craftsman personnel may be assigned to wing/base FSO operations or Financial Analysis, DFAS operating locations, or a MAJCOM/FOA staff (preferably as a MSgt). TSgt or TSgt selectees will attend the Non-Commissioned Officer Academy in-

residence. Completion of an Associates Degree in Financial Management through CCAF is highly recommended. Individuals may wish to pursue a Baccalaureate Degree in a related field.

6.4. Superintendent (9) Level.

6.4.1. (Financial Management and Comptroller AFSC 6F091): By obtaining this skill level, you are achieving a significant step towards the pinnacle of the enlisted career ladder. For upgrade training to the 9-skill level in this specialty, you must be a SMSgt or SMSgt selectee, complete the Senior NCO Academy, and have experience in five functional areas.

Superintendent personnel could be a Financial Services Officer, the wing/base level Financial Management and Comptroller (FM) superintendent, or occupy leadership positions at DFAS operating locations. SMSgts and SMSgt selectees will attend the USAF Senior Non-commissioned Officer Academy in-residence. Completion of the Financial Management Staff Officer Course will further enhance this financial leader's skills. Completion of an Associates Degree in Financial Management through CCAF is highly recommended. Individuals may wish to pursue a Baccalaureate Degree in a related field.

7. Training Decisions. The CFETP uses a building block approach (simple to complex) to complete training requirements for the Financial Management and Comptroller career field. It includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. A Utilization and Training Workshop (U&TW) was held in December 1997 to review and discuss STS tasks related to the merged Financial Management and Services and Financial Analysis career fields. These U&TW decisions form the basis of the STS items found in Part II, Section A of this CFETP and consider necessary training requirements, both during initial skills training and beyond, to support this AFSC in the future. In addition to the supplemental courses currently available, a new 18-day Financial Analysis supplemental course was developed to provide those individuals moving to or having worked in this functional area less than a year, the opportunity to receive formal training in this area.

7.1. Initial Skills Training. The initial skills course was structured to incorporate the merger of Financial Management and Services and Financial Analysis. Course performance and knowledge levels were revised. These revisions were made in respect to the basic financial skills required of a 3-level, course length and the level capable of being taught in a schoolhouse environment. The financial skills being taught in this course will prepare the graduate to begin working in a FSO or DFAS Operating location.

7.2. Five-Level Upgrade Requirements.

7.2.1. (Financial Management and Services AFSC 6F051): Successful completion of the 5-skill level CDC is still required for upgrade however, the CDC was revised to incorporate the Financial Management and Services and Financial Analysis career field merger. Certification of all core tasks is still required for upgrade via the OJT Training Guides; the number of core tasks was reduced from 19 to 11.

7.3. Seven-Level Upgrade Requirements.

7.3.1. (Financial Management and Services AFSC 6F071): The CDC was revised to incorporate the Financial Management and Services and Financial Analysis career field merger and successful completion is required for upgrade. The 7-level in-residence course was revised to provide financial managers the skills necessary for deployment to a contingency operation; completion of the course is required for upgrade. Recertification of all core tasks is still required for upgrade via the OJT Training Guides; the number of core tasks was reduced from 19 to 11.

7.4. **Proficiency Training.** Additional knowledge and skill requirements not taught through initial skills or upgrade training are available through technical training courses. Personnel should take an active interest in obtaining additional training at every opportunity.

8. Community College of the Air Force. All airmen should be automatically entered in the CCAF program upon award of the three-skill level. To be awarded a CCAF degree, a student must have a minimum of 16 semester hours of CCAF credit applied to their degree, be awarded the five-skill level, and meet the degree requirements identified below

8.1. Degree Requirements:

General Education	15 semester hours
Oral Communication: (Speech)	03
Written Communication: (English Composition)	03
Mathematics: (Intermediate Algebra, or college level mathematics that satisfied the delivering institution's mathematics requirement for graduation)	03
Social Science (Anthropology, archaeology, economics, Government, history, political science, psychology, and sociology)	03
Humanities: (Fine arts, foreign language, literature, philosophy, and religion)	03
Leadership, Management and Military Studies	06 semester hours
Professional military education, civilian management Courses accepted in transfer and/or by testing credit.	
Physical Education	04 semester hours
PHE 1000 - Basic Military Training	
Program Electives	15 semester hours
Courses applicable to technical education or general education requirements.	
Technical Core	12-24 Semester Hours
<i>Subject/Courses</i>	<i>Max Sem Hours</i>
Accounting	12
Business Law	03

Business Mathematics	03
CCAF Internship	16
Financial Analysis	06
Financial Principles	06
Microcomputer Software Applications	06
Statistics	03
Technical Electives	0-12 Semester Hours
<i>Subject/Courses</i>	<i>Max Sem Hours</i>
Business Finance	03
Computer Science	06
Economic Principles (Macro/Micro)	06
Enlisted PME	12
International Finance	03
Money and Banking	06
Principles of Marketing	03

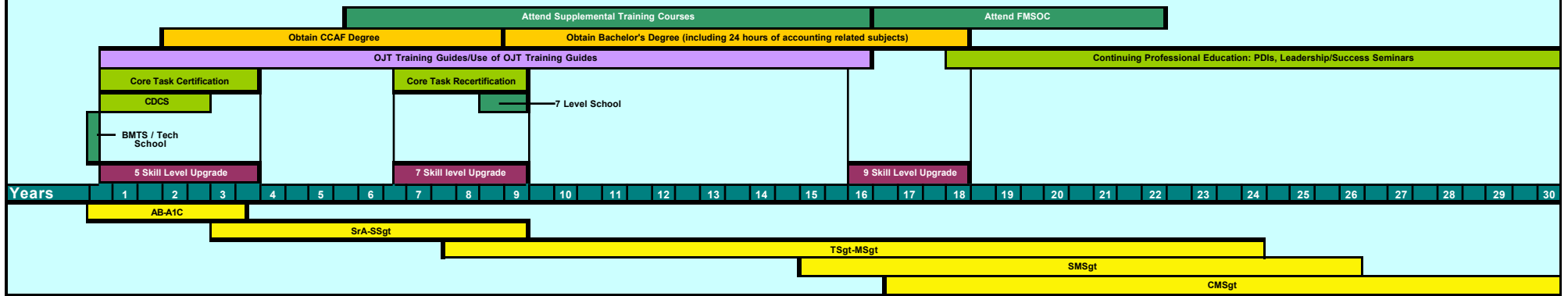
8.2. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associate's degree. A degreed faculty is necessary to maintain course accreditation through the Southern Association of Colleges and Schools.

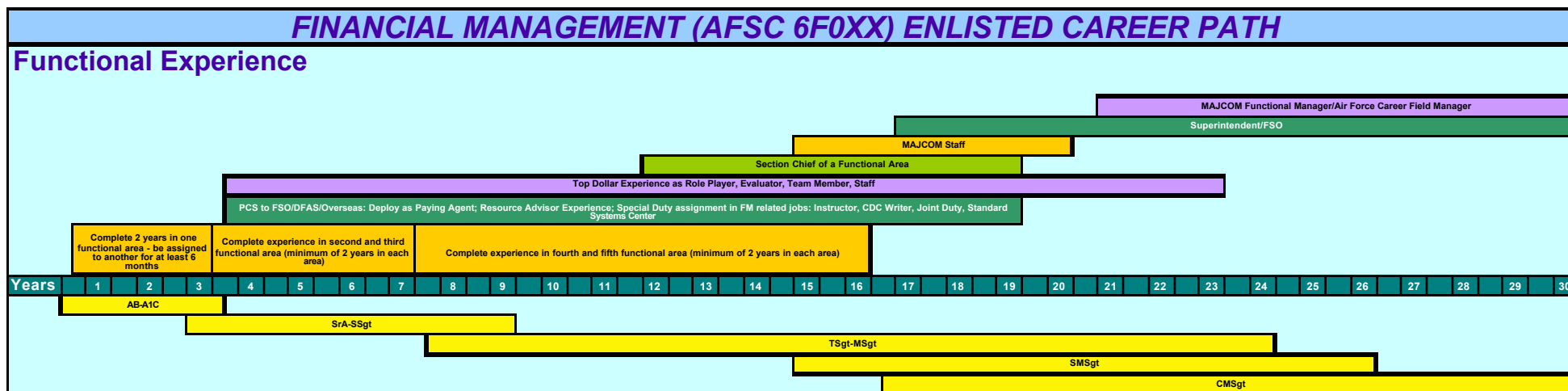
9. 6F0XX Education and Career Development Plan.

9.1. Career Field Path. The following chart depicts a complete picture of education, training and assignment positions through all 6F0XX skill levels. Information outlined in each of these two figures represents a "snapshot" of the Financial Management and Comptroller career field as of the publication date of this CFETP. This information should be understood as labeled (e.g. "average" promotion TIS, "desirable" education status, and possible duty level/assignment) and not interpreted as AFSC requirements. AFMAN 36-2108, Airman Classification, contains a specialty summary, duties and responsibilities, and specialty qualifications for all AFSCs.

FINANCIAL MANAGEMENT (AFSC 6F0XX) ENLISTED CAREER PATH

Training





Section C – Skill Level Training Requirements

10. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

11. Specialty Qualification:

11.1. Apprentice/Journeyman Level Training:

11.1.1. Specialty Qualification.

11.1.1.1. Knowledge. (Financial Management and Comptroller AFSC 6F031/51): Knowledge is mandatory of: financial management, interpretation and application of federal financial management statutes, Comptroller General decisions, financial management directives, anti-deficiency act procedures, government accounting principles and techniques, Air Force organization, reporting requirements, analysis techniques, accounting systems, financial analysis policies, procedures and regulations, management principles and controls, budgeting principles; visual, oral, and written presentation techniques, Air Force missions, programs, and basic computer applications.

11.1.1.2. Education.

11.1.1.3. Training. Completion of the basic financial management and comptroller course is mandatory for award of the semiskilled AFSC. See para 12 for detailed 5-skill level requirements.

11.1.1.4. Experience. Qualification in and possession of AFSC 6F031. Experience in financial management and comptroller functional areas such as customer service, customer support, accounting liaison, accounting, accounts payable, reports, or reconciliation. See para 12 for detailed 5-skill level requirements.

11.1.1.5. Other. The following are mandatory for entry, award and retention of the Financial Management and Comptroller Journeyman AFSC (6F051): No record or conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary. Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) or been convicted by military courts martial for offenses involving acts of larceny, wrongful appropriation, robbery or burglary as delineated in UCMJ Articles 121, 122, 129, and 132.

11.2. Craftsman Level Training:

11.2.1 Specialty Qualification.

11.2.1.1. **Knowledge.** (Financial Management and Comptroller AFSC 6F071): Knowledge is mandatory of: financial management, interpretation and application of federal financial management statutes, Comptroller General decisions, financial management directives, anti-deficiency act procedures, government accounting principles and techniques, Air Force organization, reporting requirements, analysis techniques, accounting systems, financial analysis policies, procedures and regulations, management principles and controls, budgeting principles; visual, oral, and written presentation techniques, Air Force missions, programs, and basic computer applications.

11.2.1.2. **Education.** Completion of a CCAF and baccalaureate degree or higher is recommended.

11.2.1.3. **Training.** Completion of the financial management and comptroller journeyman course (7-level) is mandatory for award of the journeyman AFSC. See para 12 for detailed 7-skill level requirements.

11.2.1.4. **Experience.** Qualification in and possession of AFSC 6F051. Experience in performing or supervising functional areas of financial management and comptroller such as customer service, customer support, accounting liaison, accounting, accounts payable, reports, reconciliation, or financial analysis. See para 12 for detailed 7-skill level requirements.

11.2.1.5. **Other.** The following are mandatory for award and retention of the Financial Management and Services Craftsman AFSC (6F071): No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary. Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) or been convicted by military courts martial for offenses involving acts of larceny, wrongful appropriation, robbery or burglary as delineated in UCMJ Articles 121, 122, 129, and 132.

11.3. Superintendent Level Training:

11.3.1 Specialty Qualification

11.3.1.1. **Knowledge.** (Financial Management and Services AFSC 6F091): Knowledge is mandatory of: financial management, interpretation and application of federal financial management statutes, Comptroller General decisions, financial management directives, anti-deficiency act procedures, government accounting principles and techniques, Air Force organization, reporting requirements, analysis techniques, accounting systems, financial analysis policies, procedures and regulations, management principles and controls, budgeting principles; visual, oral, and written presentation techniques, Air Force missions, programs, and basic computer applications.

11.3.1.2. **Education.** Completion of a baccalaureate degree or higher is recommended.

11.3.1.3. **Training.** Completion of the Financial Management Staff Officer Course is desirable. See para 12 for detailed 7-skill level requirements.

11.3.1.4. **Experience.** Qualification in and possession of AFSC 6F071. Experience managing or directing financial management and comptroller functions such as customer service, customer support, accounting liaison, accounting, account payables, reports, reconciliation, or financial analysis. See para 12 for detailed 9-skill level requirements.

11.3.1.5. **Other.** The following are mandatory for award and retention of this AFSC: No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary. Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) or been convicted by military courts martial for offenses involving acts of larceny, wrongful appropriation, robbery or burglary as delineated in UCMJ Articles 121, 122, 129, and 132.

12. Financial Management Formal Upgrade Program

12.1. Award of 6F051 Air Force Specialty Code for Non-prior Service Airmen 31 October 1999 or after.

12.1.1. Complete minimum requirements in AFI 36-2201, Developing, Managing and Conducting Training.

12.1.2. Complete minimum requirements in AFI 36-2247, Planning, Conducting, Administering, and Evaluating Training.

12.1.3. Complete 5-level Career Development Courses with a passing grade.

12.1.4. Be certified on core tasks as identified in the CFETP using the OJT training guides.

12.1.5. Be certified on duty position tasks.

12.1.6. Complete a minimum of two years experience in one functional area and move into a second functional area for a minimum of six months. The minimum **two years** timeframe does not need to be continuous.

12.2. Award of 6F071 Air Force Specialty Code for Non-prior Service Airmen 31 October 1999 or after.

12.2.1. Complete minimum requirements in AFI 36-2201, Developing, Managing and Conducting Training.

12.2.2. Complete minimum requirements in AFI 36-2247, Planning, Conducting, Administering, and Evaluating Training.

12.2.3. Complete 7-level Career Development Course with passing grade.

12.2.4. Complete 7-level in residence course

12.2.5. Be recertified on core tasks as identified in CFETP using OJT training guides.

12.2.6. Be certified on duty position tasks.

11.3.1. Complete work experience in two functional areas for a minimum of two years each and move into a third functional area for a minimum of six months.

12.3. Award of 6F091 Air Force Specialty Code for Non-prior Service Airmen training 31 October 1999 or after.

12.3.1. Complete minimum requirements in AFI 36-2201, Developing, Managing and Conducting Training.

12.3.2. Complete minimum requirements in AFI 36-2247, Planning, Conducting, Administering, and Evaluating Training.

12.3.3. Complete work experience in five functional areas for a minimum of two years each

12.4. Award of 6F051 Air Force Specialty Code for Retrainees 31 October 1999 or after.

12.4.1. Complete minimum requirements in AFI 36-2201, Developing, Managing and Conducting Training.

12.4.2. Complete minimum requirements in AFI 36-2247, Planning, Conducting, Administering, and Evaluating Training.

12.4.3. Complete 5-level Career Development Courses with a passing grade.

12.4.4. Be certified on core tasks as identified in the CFETP using the OJT training guides.

12.4.5. Be certified on duty position tasks.

12.4.6. Complete work experience in one functional area for a minimum of one year and move into a second functional area for a minimum of three months.

12.5. Award of 6F071 Air Force Specialty Code for Retrainees 31 October 1999 or after.

12.5.1. Complete minimum requirements in AFI 36-2201, Developing, Managing and Conducting Training.

12.5.2. Complete minimum requirements in AFI 36-2247, Planning, Conducting, Administering, and Evaluating Training.

12.5.3. Complete 7-level Career Development Course with passing grade.

12.5.4. Complete 7-level in residence course

12.5.5. Be recertified on core tasks as identified in CFETP using OJT training guides.

12.5.6. Be certified on duty position tasks.

12.5.7. Complete work experience in two functional areas for a minimum of one year each and move into a third functional area for a minimum of six months.

12.6. Award of 6F091 Air Force Specialty Code for Retrainees 31 October 1999 or after.

12.6.1. Complete minimum requirements in AFI 36-2201, Developing, Managing and Conducting Training.

12.6.2. Complete minimum requirements in AFI 36-2247, Planning, Conducting, Administering, and Evaluating Training.

12.6.3. Complete work experience in five functional areas for a minimum of one year each

12.7. Waiver Authority

12.7.1. Submissions will be made to the MAJCOM Career Field Managers (CFM) through the base financial management superintendent. MAJCOM Career Field Managers will approve or disapprove the request. Follow up will be performed to ensure the plan to attain required experience is completed. MAJCOM CFMs will forward all waivers to SAF/FM Career Field Manager.

12.7.2. Personnel working outside a MAJCOM will submit waivers to the SAF/FM Career Field Manager at SAF/FM 1130 AF Pentagon Room 4D 161, Washington DC 20330-1130.

12.7.3. Waiver applications will include: 1) Duty history; 2) Status of CDC completion; 3) Reason for the waiver request; 4) Plan to attain the required experience; 5) Base-level financial management superintendent's recommendation.

12.8. Grandfathering rules.

12.8.1. Grandfathering applies to anyone who has been awarded the 6F151, 6F051, 6F171, 6F071, 6F191 or 6F091 AFSC prior to 31 October 1999.

12.8.2. For 6F051s it will be assumed you have worked two functional areas. You will be required to work five total functional areas prior to award of your 9-level upgrade. Three of those areas will meet the two year minimum requirements.

12.8.3. For 6F071s it will be assumed you have worked three functional areas. You will be required to work in an additional two functional areas a minimum of two years each prior to 9-level upgrade.

12.8.4. For 6F091s or Senior Master Sergeant Selectees as of 31 October 1999, it will be assumed you have worked in five functional areas for the minimum time required in the policy.

12.8.5. Any exceptions to the policies in this paragraph will be addressed through the waiver process found in paragraph seven.

12.9. Functional Areas.

12.9.1. Functional Areas effective 31 October 1999: Quality Assurance, Resource Advisor, Financial Analysis, Customer Service, Accounting Liaison, Customer Support, DFAS Travel Accounting, DFAS Accounting Operations, DFAS Vendor Pay, DFAS Receivables, DFAS Reconciliation and Reports, Special Duty Assignments (CDC Writer or Technical Training Instructor).

12.9.2. Functional Areas prior to 31 October 1999: Any area in financial management to include, but not limited, military pay, cost analysis, non-appropriated funds accounting, travel, commercial services, materiel, paying and collecting, accounts control, budget, travel accounting, or resource advisor.

12.10. Minimum Time Requirements.

12.10.1. Minimum requirements to be considered as having worked in a functional area includes certification of 70% of the tasks related to that area as identified in the CFETP.

12.10.2. The minimum time requirement to be considered as having worked in each functional area does not have to be consecutive. A person may work in FMA for six months and, upon PCS, be assigned to Customer Service for 2 years. Reassignment to FMA for an additional 18 months will be required to complete the two year requirement.

12.11. Upgrade Management. Base-level superintendents are responsible for monitoring the upgrade process to ensure personnel meet the minimum requirements prior to the commander awarding the appropriate skill level. Use of the Individual Development Plan will assist in the tracking of experience from one functional area to another.

Section D: Resource Constraints

13. Purpose. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

14. Apprentice Level Training:

14.1. Constraints. There are no training constraints.

14.1.1. Impact. N/A

14.1.2. Resources Required. N/A

14.1.3. Action Required. N/A

14.2. OPR/Target Completion Date. N/A

15. Five-Level Training:

15.1. Constraints. There are no training constraints.

15.1.1. Impact. N/A

15.1.2. Resources Required. N/A

15.1.3. Action Required. N/A

15.2. OPR/Target Completion Date. N/A

16. Seven-Level Training:

16.1. Constraints. There are no training constraints.

16.1.1. Impact. N/A

16.1.2. Resources Required. N/A

16.1.3. Action Required. N/A

16.2. OPR/Target Completion Date. N/A

Section E. Transitional Training Guide

17. Purpose. Information in this section considers elements necessary for successful administration of training for Financial Management and Comptroller personnel as the result of a career field merger of AFSCs 6F0X1 and 6F1X1.

18. Conditions.

18.1. Duration. A five year transition program (31 October 1999 - 30 October 2005) is currently envisioned to provide the training needed for this specialty.

18.2. Target Group.

19. Transition Training Plan (TTP) Administration. Implemented as of the publication date of this CFETP, the transition training plan will be managed through MFMs and will be controlled by the AFCFM.

19.1. Requirements. Part II, Section A, of this CFETP will be used to identify training requirements of the 6F0XX AFSC.

19.2. Training Methods. The Financial Management and Comptroller technical training school provides basic, fundamental principles to newly accessed airmen. The key to successful mission accomplishment lies in a concerted, focused effort by all personnel. Paramount to this success is a viable OJT training program. Regardless of training method available (i.e. training guides via CD-ROM, Internet or hard copy, video training, computer-based instruction, satellite learning or other multi-media presentations), trainers/supervisors must recognize the importance of preparing today's work force for the challenges that lie ahead. Though group efforts through in-house programs are acceptable, a one-on-one "coach-pupil" environment best suits the overall training needs of this AFSC and should be used to the fullest extent.

19.3. Certification Requirements. Task certifiers and trainers must complete the formal certifier and trainers course, respectively, and remain qualified on the tasks being trained or certified. Financial Management task trainers may sign off trainees records on non-core, non-critical tasks. Core task certification will be done by task certifiers. Use of the OJT training guides is mandatory for core task certification.

19.4. Program Management. Training will be accomplished and fully documented throughout the Financial Management and Comptroller career field as established in AFI 36-2201. The 6F0XX training program will encompass the full spectrum of personnel, from trainee to trainer/supervisor to commander, and will be designed to offer the trainee a full range of opportunities to learn and provide outstanding support to the FM mission.

20. Status Reporting. At the discretion of the AFCFM, MFMs and other key training personnel may be required to provide training updates to SAF/FM.

ABBREVIATIONS/TERMS EXPLAINED:

Advanced Training (AT). Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list that describes a particular job type or duty position. Supervisors use the AFJQS/CJQS to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Allocation Curves. The relation of hours of training in different training settings to the degree of proficiency that can be achieved on specified performance requirements.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document covering the entire spectrum of education and training for a career field.

Career Training Guide (CTG). A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

Continuation Training. Additional training enhancing present skills and in preparation for future duty assignments.

Core Task. A task Air Force Career Field Managers (AFCFMs) identify as a minimum qualification requirement within an Air Force specialty.

Course Objective List (COL). A publication derived from initial and advanced skills course training standards. Identifies the tasks and knowledge requirements and respective standards to achieve a 3-/7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Developing, Managing and Conducting Training.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

Exportable Training. Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Field Technical Training (Type 4). Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team.

Instructional System Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures

personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

Initial Skills Training. A formal resident course which results in award of the entry level.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Optimal Training. The ideal combination of training settings which results in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Representative Sites. Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Skills Training. A formal course which results in the award of a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Package and COMSEC Qualification Training Package. A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by AETC, approved by National Security Agency (NSA), and administered by qualified communications security (COMSEC) maintenance personnel.

Specialty Training Standard (STS). An Air Force publication that describes skills and knowledge that airman in a particular Air Force specialty needs on the job. It further serves

as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

Standard. An established and defined practice or procedure used in measuring results.

Task Module (TM). A group of tasks performed within an Air Force specialty that are performed together and that require common knowledge, skills, and abilities. TMs are identified by an identification code and a statement.

Total Force. All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Impact Decision System (TIDES). A computer-based decision support technology being designed to assist Air Force career field managers in making critical judgments relevant to what training should be provided personnel within career fields, when training should be provided (at what career points), and where training should be conducted (training setting).

Training Planning Team (TPT). Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

Training Requirements Analysis. A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

Upgrade Training (UGT). Training that leads to the award of a higher skill level.

Utilization and Training Pattern. A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

Utilization and Training Workshop (U&TW). A forum of MAJCOM functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

Wartime Task. A task Air Force Career Field Managers (AFCFMs) identify to be trained in a formal school environment upon declaration of war.

Part II

Section A - Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for classes beginning after 1 November 1999.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Lists the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level in column 1 (Task, Knowledge, and Technical Reference). The task statements are sequentially numbered i.e., 1.1., 1.2., 2.1.. Column 2 identifies core tasks (*), wartime tasks (/b), and other specialty-wide training requirements.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date. *(As a minimum, use the following column designators: Tng Comp, Certifier Initials).*

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

2.4. **Qualitative Requirements.** Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and CDC courses.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. **Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. *NOTE:* The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their career field.

2.5.1.1. **Converting from Old Document to CFETP.** Use the CFETP to identify and certify all past and current qualifications. For those tasks previously certified and required in the current duty position, evaluate current qualification and when verified, recertify using current date as completion date and enter trainee's and certifier's initials (note: for

transcribing procedures the supervisor fulfills the role of a certifier and places initials in the certifier column.) For previous certification on tasks not required in the current duty position, carry forward only the previous completion date. If and when these tasks become a duty position requirement, recertify with current date and enter trainee's and certifier's initials.

2.5.1.2. Documenting Career Knowledge. When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFI 36-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. *NOTE:* Career Knowledge must be documented prior to submitting a CDC waiver.

2.5.1.3. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.2. Training Standard. Tasks are trained and qualified to the “go/no go” level. “Go” means the individual is capable and competent to perform tasks without assistance and meets local demands for performance, accuracy, timeliness, and correct use of procedures.

2.6. The STS is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs* (formerly AFR 35-16, volume 1). WAPS is not applicable to the Air National Guard.

3. **Recommendations.** Comments and recommendations concerning the quality of AETC training are welcomed. Information or questions regarding changes to training outlined in this CFETP should be addressed to: 364TRS/TTGBF, 511 9th Avenue Suite 2, Sheppard AFB, TX 76311-2338. Additionally, a customer service information line (CSIL) has been installed for the supervisor's convenience. The CSIL may be used to identify graduates who may have potential training deficiencies or who may have received training beyond the STS requirement. For a quick response to problems, call the CSIL at DSN 736-2574, or e-mail the request to 782csil@spd.aetc.af.mil at Sheppard AFB.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

ROBERT F. HALE
Assistant Secretary of the Air Force
(Financial Management and Comptroller)

FINANCIAL MANAGEMENT AND COMPTROLLER

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

<i>This Block Is For Identification Purposes Only</i>		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)

Explanations

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

X This mark is used alone in course columns to show that training required but not given due to limitations in resources.

NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.

<i>This Block Is For Identification Purposes Only</i>		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Behavioral Statement STS Coding System	
Code	Definition
K	Subject Knowledge Training - The verb selection identifies the individual's ability to identify facts, state principles, analyze, or evaluate the subject
P	Performance Training - Identifies that the individual has performed the task to the satisfaction of the course; however, the individual may not be capable of meeting the filed requirements for speed and accuracy.
pk	Performance Knowledge Training - The verb selection identifies the individual's ability to relate simple facts, procedures, operating principles, and operational theory for the task.
-	No training provided in the course or CDC.
X	Training is required but not provided due to limitations in resources.
<p>Each STS element is written as a behavioral statement. The detail of the statement and verb selection reflects the level of training provided by resident training and career development courses.</p>	

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1. CAREER LADDER PROGRESSION TR: CFETP; AFMAN 36-2108 2. PUBLICATIONS TR: AFI 65 Series; DFAS-DE publications; DoDFMRs 2.1. Locate Functional Publications Using Electronic Media 2.2. Research, Interpret and Apply Functional Publications 3. SPECIFIC OPERATIONS SECURITY (OPSEC) – VULNERABILITIES OF AFSC 6F0XX TR: AFI 10-110 4. FINANCIAL MANAGEMENT AND COMPTROLLER TR: AFI 65-601 Vol II Chap 1; DFAS-DER 7010.1-R; DFAS-DE 7040.1-M 4.1. DoD 4.2. SAF 4.3. MAJCOM level 4.4. Wing/Base level 4.5. Defense Finance and Accounting Service (DFAS) 4.5.1. Headquarters 4.5.2. Centers 4.5.3. Operating Locations (OPLOCs) 4.6. Certifying Officials 5. PROVIDE CUSTOMER SERVICE TR: DoDFMR 7000.14-R, Vol 7A; DFAS-DEM 7073.1-M	*/b						A			A	-	B
							1a			-	-	-
							1a		B	2b	-	-
							A		-	-	-	-
							-		B	-	-	-
							-		B	-	-	-
							-		B	-	-	-
							-		B	-	-	-
							-		B	-	-	-
							-		B	-	-	-
							A		B	-	-	-
	*/b						2b		-	-	-	-

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6. FEDERAL BUDGET SYSTEM TR:DODI 7045.7 Chap 2; AFI 65-601 Vol III Chap 1 6.1. Planning, Programming and Budget System 6.2. Budget Process 7. APPROPRIATION LAW TR: Principles of Federal Appropriations Law Vol I and II; Title 31 U.S.C. 7.1. Anti-Deficiency Act TR: Title 31 U.S.C. 1341, 1342, 1344, 1511-17 7.2. Food and Forage Act TR: Title 41 U.S.C. 11 7.3. Bonafide Need TR:Title31 U.S.C. 1502(a) 8. FUNDING REQUIREMENTS TR:AFI 65-601 Vol I Chap 5, 7, 10; Vol II Chap 2, 9; AFI 65-603 Chap 1; DFAS-DE 7012.2-R Chap 3, 5, 10; DoDFMR 7000.14-R Vols. 1, 2, 11, 14 8.1. Financial Plan Submissions 8.1.1. Submitted Requirements Using Current/Historical Data and Mission Changes 8.1.1.1. Tuition Assistance 8.1.1.2. Official Representation Funds 8.1.1.3. Travel/Transportation 8.1.1.4. Purchased Services 8.1.1.4.1. Utilities 8.1.1.4.2. Communications 8.1.1.4.3. Rents/Leases	*/b											
							A			B	-	-
							A			B	-	-
							-			A	B	-
							-			-	B	-
							-			A	B	-
							-			B	-	-
							-			B	-	-
							-			-	-	-
							-			-	-	-
							-			B	-	-
							-			B	-	-
							-			B	-	-
							-			B	-	-
							-			B	-	-

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8. FUNDING REQUIREMENTS (cont'd)	*/b						-			B	-	-
8.1.1.4.4. Real Property Maintenance (RPM)							-			B	-	-
8.1.1.4.5. Miscellaneous Contract Services/Purchased Maintenance							-			B	-	-
8.1.1.5. Supplies and Equipment							-			B	-	-
8.1.1.6. Non-Flying DLRs							-			-	-	-
8.1.1.7. Claims and Awards							-			-	-	-
8.1.1.8. Unfunded Submissions							-			B	-	-
8.2. Financial Plan							-			B	-	-
9. FUNDS DISTRIBUTION TR:AFI 65-601; DoDFMR 7000.14-R Vol II Chap 2, 3, 4, 5, 6, 7, 14												
9.1. Relationship of Direct and Reimbursement Funding, TOA and TAA							-			B	-	-
9.2. Interpret Funding Guidance							a			b	-	-
9.3. Initial Distribution							A			B	-	-
9.3.1. Annual Funding							A			B	-	-
9.3.2. Quarterly Phasing							A			B	-	-
9.4. Load Fund Targets/Limitations							a			b	-	-
9.4.1. General Accounting and Finance System							a			b	-	-
9.4.2. Supply							a			b	-	-
9.4.3. Medical							a			b	-	-
9.5. Verify Target/Limitation Loads Against Document							a			b	-	-

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
10. BUDGET EXECUTION TR: AFI 65-601 Vol I Chap 4-10, 15, 16, 18; AFI 65-601 Vol II Para 1.2.2., 10.4.2.-10.4.5; DoDFMR 7000.14-R Vols. 1,2,11, 14; DFAS-DE 7010.1-R and 7010.2-R; AFMAN 65-604 10.1. Determine Propriety of Funding 10.2. Determine Status of Funds/Reprogramming Actions 10.3. Support Agreements 10.3.1. Develop Cost Estimates 10.3.2. Track Reimbursements 10.4. Other Reimbursement Programs 10.5. Flying Hour Program 10.5.1. Consumables 10.5.2. AVPOL 10.5.3. DLRs 10.6. Civilian Pay 10.7. Revalidate Unfunded Requirements 10.8. Management of Prior Year Funds 10.8.1. Fall-In and Fall-Out 10.8.2. Upward Adjustments 10.9. Resource Management System (RMS) 10.9.1. Training 10.9.2. Financial Working Group (FWG) 10.9.3. Financial Management Board (FMB)	*/b						-		B	2b	-	
							-		B	b	-	
							-		b	-	-	
							-		b	-	-	
							-		A	-	-	
							-		B	-	-	
							-		B	-	-	
							-		B	-	-	
							-		-	-	-	
							-		A	-	-	
							-		A	-	-	
							-		A	-	-	
							-		-	-	-	
							-		A	-	-	
							-		A	-	-	
							-		A	-	-	

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
10. BUDGET EXECUTION (cont'd) 10.9.4. Prepare FWG/FMB Briefing 10.10. Fiscal Year-End and Close-Out 10.11. Perform Budget Program Analysis 11. ACCOUNTING PRINCIPLES TR:DFAS-DE 7010.1-R; DFAS-DE 7010.2-R Chap 9; AFM 177-370; DFAS-DE 7040.1-M; DoDFMR 7000.14-R Vol 3; DoDFMR 7000.5-R Chap 10, 11, 12 11.1. Stages of Accounting 11.1.1. Disbursement Accounting 11.1.1.1. Commitments 11.1.1.2. UOO 11.1.1.3. AEU 11.1.1.4. AEP 11.1.2. Reimbursement Accounting 11.1.2.1. UFCO 11.1.2.2. FCOU 11.1.2.3. FCOC 11.2. Determine Elements of Accounting Classifications TR:DFAS-DE 7040.1M Chap 6; AFI 65-604 11.3. Build/Research Accounting Addresses												
							-			A	-	b
							-			B	-	-
							-			b	-	-
							B			B	-	-
							B			B	-	-
							B			B	-	-
							B			B	-	-
							B			B	-	-
							B			B	-	-
							B			B	-	-
							B			B	-	-
							B			B	-	-
							2b			b	-	-
							1a			a	-	-

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
11. ACCOUNTING PRINCIPLES (cont'd) 11.4. Funds Certification TR:DFAS-DEM 7077-2 Chap 6, 15, 16, 17 11.4.1. Verify Accuracy of Accounting Classifications 11.4.2. Certify Fund Availability 11.5. General Accounting and Finance System TR:AFM 177-370 11.5.1. Interfaces 11.5.2. On-Line Updates 11.5.3. Merged Accountability and Fund Reporting 11.6. Base Variable File 11.7. Master Appropriation Reference Table and By-Pass Codes 11.8. CSR/FSR Rejects and Management Notices 11.9. Process Commitment Documents TR:DFAS-DE 7010.1-R Chap 7, 9, 17, 84; DFAS-DE 7010.2-R Chap 18; DFAS-DE 7000.5-R 11.9.1. AF Form 9 11.9.2. AF Form 616 11.9.3. AF Form 4009 11.9.4. MIPRs 11.9.5. Fund Cite Letter/Message	*/b											
							a			b	2b	-
							a			b	2b	-
							-			-	-	-
							A			A	-	-
							A			A	2b	-
							A			A	-	-
							-			-	-	-
							A			-	-	-
							A			-	-	-
							2b			B	2b	-
							2b			B	2b	-
							2b			B	-	-
							2b			B	-	-
							2b			B	-	-

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
11. ACCOUNTING PRINCIPLES (cont'd) 11.10. Process Obligation Documents TR:DFAS-DE 7010.2-R Chap 8, 9, 10, 11; DFAS 7040.1-M Chap 5; DFAS-DE 7000.4-R 11.10.1. Contracts/Purchase Orders 11.10.2. Project Orders 11.10.3. SF 44 11.10.4. MORDs 11.10.5. MIPR Acceptance 11.10.6. Government Purchase Card Program 11.10.7. Miscellaneous 11.10.7.1. Military/Civilian Training (DD1556) 11.10.7.2. Tuition Assistance 11.10.7.3. Local Drayage 11.10.7.4. Legal Claims 11.10.7.5. Supplemental Medical 11.10.7.6. Transportation Documents (TR, MTA, GBL) 11.10.7.7. Travel Orders 11.10.7.8. Utility Bills 11.11. Process Receiving Reports TR:DFAS-DE 7010.2-R Chap 11 11.12. Process Invoices						2b			B	2b	-	
							-			A	-	-
							-			A	2b	-
							1a			B	-	-
							2b			A	-	-
							2b			B	A	-
							2b			A	-	-
							2b			A	-	-
							2b			A	-	-
							2b			A	-	-
							2b			A	-	-
							2b			A	-	-
							2b			A	-	-
							2b			A	-	-
							2b			A	-	-
							2b			A	-	-
							2b			A	-	-

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
11. ACCOUNTING PRINCIPLES (cont'd) 11.13. Process Payments TR:DFAS-DE 7040.1-M Chap 7; AFI 51-502; DFAS-DE 7010.2-R Chap 2, 10-12; DFAS-DE 7010.1-R Chap 27 11.13.1. Prompt Payment Act 11.13.1.1. Compute Interest Penalty Payments 11.13.1.2. Compute Discounts 11.13.2. Foreign Currency Fluctuation Account 11.13.2.1. Budget Rate 11.13.2.2. Daily Exchange Rate 11.13.3. Prepare and Assemble Vouchers 11.13.4. Voucher Certification 11.14. Accounts Payable Management Products TR:DFAS-DEM 7077-7 11.15. Accounts Receivable TR:DFAS-DE 7010.2-R Chap 12, 14 11.15.1. Customer Billings 11.15.1.1. Stock Fund 11.15.1.2. Miscellaneous 11.15.2. Process Collections 11.15.3. Delinquent Accounts Receivable/Write-Offs 11.16. Governmental Accounting TR:DFAS-DEM 7077-10, Sections 15, 42, 47; DFAS-DE 7010.1-R Chap 27; DFAS-DE 7420-1 Chap 8												
							1a			A	-	-
							1a			-	-	-
							1a			-	-	-
							A			A	2b	-
							A			A	2b	-
							A			A	2b	-
							1a			A	1a	-
							A			A	1a	-
							A			B	-	-
							A			-	-	-
							-			A	-	-
							-			A	-	-
							2b			A	b	-
							-			A	-	-

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
11. ACCOUNTING PRINCIPLES (cont'd) 11.16.1. Interfund 11.16.2. Trial Balance 11.16.3. General Fund General Ledger 11.17. General Accounting and Finance System Management Products TR:AFM 177-370; DFAS-DE 7010.1-R Chap 27 11.17.1. Open Document List 11.17.2. Daily Audit List 11.17.3. Daily Appropriation Summary List 11.17.4. Operating Budget Ledger 11.17.5. Allotment ledger 11.18. Aged Travel Advances/ Obligations 12. MILITARY PAY SYSTEM 12.1. Interpret MMPA TR:DFAS-DE 7073.1-M Chap 5 12.2. Interpret LES TR:DFAS-DE 7073.1-M Chap 7 12.3. Rejects/Management Notices TR:DFAS-DE 7073.1-M Chap 4 13. ENTITLEMENTS 13.1. Compute Basic Pay TR: DoDFMR 7000.14-R Vol 7A Chap 8; DFAS-DE 7073.1-M 13.2. Special Pay TR: DoDFMR 7000.14-R Vol 7A Chap 9; DFAS-DE 7073.1-M	*/b						A			A	-	-
							A			A	-	-
							-			-	-	-
							-			-	-	-
							A			B	-	-
							A			B	-	-
							A			B	-	-
							A			B	-	-
							A			B	-	-
							A			B	-	-
							2b			-	b	-
							2b			-	-	-
							-			A	-	-
							2b			A	-	-

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
13. ENTITLEMENTS (cont'd)												
13.2.1. Medical and Dental TR: DoDFMR 7000.14-R Vol 7A Chap 10; DFAS-DE 7073.1-M							A			A	-	-
13.2.2. Proficiency/Special Duty Assignment TR: DoDFMR 7000.14-R Vol 7A Chap 12; DFAS-DE 7073.1-M							A			A	-	-
13.2.3. Compute and Process Hostile Fire and Imminent Danger TR: DoDFMR 7000.14-R Vol 7A Chap 13; DFAS-DE 7073.1-M							A			A	b	-
13.2.4. Aviation Continuation TR: DoDFMR 7000.14-R Vol 7A Chap 16; DFAS-DE 7073.1-M							A			A	-	-
13.2.5. Compute and Process Foreign Duty TR: DoDFMR 7000.14-R Vol 7A Chap 18; DFAS-DE 7073.1-M							A			A	-	-
13.2.6. Incentive Pay TR: DoDFMR 7000.14-R Vol 7A Chap 21; DFAS-DE 7073.1-M							A			A	-	-
13.2.7. Aerial Flight TR: DoDFMR 7000.14-R Vol 7A Chap 22; DFAS-DE 7073.1-M							A			A	-	-
13.3. Entitlement Verification/Recertification TR: DoDFMR 7000.14-R Vol 7A Chap 32; DFAS-DE 7073.1-M												
13.3.1. Individual							A			b	-	-
13.3.2. Unit/Agency Verification							-			b	-	-

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
14. ALLOWANCES 14.1. Compute and Process BAS TR: DoDFMR 7000.14-R Vol 7A Chap 25; DFAS-DE 7073.1-M 14.2. Compute and Process BAH TR: DoDFMR 7000.14-R Vol 7A Chap 26; DFAS-DE 7073.1-M 14.3. Clothing TR: DoDFMR 7000.14-R Vol 7A Chap 33; DFAS-DE 7073.1-M 14.4. Compute and Process FSA TR: DoDFMR 7000.14-R Vol 7A Chap 27; DFAS-DE 7073.1-M 14.5. Compute and Process COLA TR: DoDFMR 7000.14-R Vol 7A Chap 28; DFAS-DE 7073.1-M 14.6. Compute and Process OHA TR: DoDFMR 7000.14-R Vol 7A Chap 30; DFAS-DE 7073.1-M 14.7. Compute and Process TLA TR: DoDFMR 7000.14-R Vol 7A Chap 29; DFAS-DE 7073.1-M 14.8. Compute and Process TLE TR: DoDFMR 7000.14-R Vol 7A; JFTR Chap 5; DFAS-DE 7073.1-M 15. DUTY STATUS 15.1. Process PCS TR: DoDFMR 7000.14-R Vol 7A Chap 41; DFAS-DE 7073.1-M							2b			A	B	-
							2b			B	-	-
							A			A	-	-
							2b			B	B	-
							2b			B	-	-
							2b			B	-	-
							2b			A	-	-
							2b			B	-	-
							1a			B	-	-

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
15. DUTY STATUS (cont'd) 15.2. Process Leave TR: DoDFMR 7000.14-R Vol 7A Chap 44; DFAS-DE 7073.1-M 15.3. Determine Effect of TDY on Pay and Allowances TR: DoDFMR 7000.14-R Vol 7A Chap 45; DFAS-DE 7073.1-M 15.4. Confinement TR: DoDFMR 7000.14-R Vol 7A Chap 48; DFAS-DE 7073.1-M 16. DEDUCTIONS TR: DoDFMR 7000.14-R Vol 7A; DFAS-DE 7073.1-M; DFAS-DE 7073.2-M 16.1. Compute and Process Taxes (FITW, FICA, Medicare and SITW) TR: DoDFMR 7000.14-R Vol 7A Chap 55; DFAS-DE 7073.1-M 16.2. SGLI/AFRH/Dental TR: DoDFMR 7000.14-R Vol 7A Chap 63; DFAS-DE 7073.1-M 17. PROCESS ALLOTMENTS TR:DFAS-DE 7073.1-M Chap 57, 58 18. INDEBTEDNESS 18.1. Types TR: DoDFMR 7000.14-R Vol 7A Chap 70, 71, 72; DFAS-DE 7073.1-M 18.2. Notification TR: DoDFMR 7000.14-R Vol 7A Chap 69; DFAS-DE 7073.1-M 18.3. Repayment TR: DoDFMR 7000.14-R Vol 7A Chap 69; DFAS-DE 7073.1-M							1a			B	-	-
							1a			-	-	-
							A			-	-	-
							2b			A	-	-
							A			-	-	-
							2b			A	-	-
							A			B	-	-
							A			B	-	-
							A			B	-	-

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
18. INDEBTEDNESS (cont'd) 18.4. Appeals and Rebuttals TR: DoDFMR 7000.14-R Vol 7A Chap 69; DFAS-DE 7073.1-M 18.5. Remission TR: DoDFMR 7000.14-R Vol 7A Chap 69; DFAS-DE 7073.1-M 18.6. Waiver TR: DoDFMR 7000.14-R Vol 7A Chap 69; DFAS-DE 7073.1-M 18.7. Open/Suspended Questionable Indebtedness TR: DoDFMR 7000.14-R Vol 7A Chap 69; DFAS-DE 7073.1-M 19. SEPARATIONS TR: DoDFMR 7000.14-R Vol 7A; DFAS-DE 7073.1-M 20. RETIREMENTS TR: DoDFMR 7000.14-R Vol 7A; DFAS-DE 7073.1-M 21. REENLISTMENTS TR: DoDFMR 7000.14-R Vol 7A Chap 53; DFAS-DE 7073.1-M 22. COURTS MARTIAL SENTENCES AND NONJUDICIAL PUNISHMENT TR: DoDFMR 7000.14-R Vol 7A, Chap 67; DFAS-DE 7073.1-M 22.1. Fines 22.2. Forfeitures							-			B	-	-
							A			B	-	-
							A			B	-	-
							-			b	-	-
							A			B	-	-
							A			B	-	-
							A			B	-	-
							-			-	-	-
							A			A	-	-
							A			A	-	-

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
23.COMPUTE AND PROCESS MILITARY PAYMENTS TR: DoDFMR 7000.14-R Vol 7A Chap 35, 36; DFAS-DE 7073.1-M 23.1. Advance 23.2. Partial 23.3. Casual 24. PROCESS DIRECT DEPOSIT TR: DoDFMR 7000.14-R Vol 7A Chap 38; DFAS-DE 7073.1-M 25. PROCESS CHANGE OF ADDRESS TR: DoDFMR 7000.14-R Vol 7A Chap 7; DFAS-DE 7073.1-M 26. DEPENDENCY DETERMINATION TR: DoDFMR 7000.14-R Vol 7A Chap 26; DFAS-DE 7073.1-M 27. COMPUTE AND PROCESS COMBAT ZONE TAX EXCLUSION/ QUALIFIED HAZARDOUS DUTY AREA TR: DoDFMR 7000.14-R Vol 7A Chap 13; DFAS-DE 7073.1-M 28. SAVINGS DEPOSIT PROGRAM TR: DoDFMR 7000.14-R Vol 7A 29. RETIRED PAY TR: Retired Pay Field Office User’s Guide 29.1. Change of Address TR: DoDFMR 7000.14-R Vol 7B Chap 1 29.2. Deductions TR: DoDFMR 7000.14-R Vol 7B Chap 6 29.3. Allotments TR: DoDFMR 7000.14-R Vol 7B Chap 4												
							2b			B	-	-
							2b			B	b	-
							2b			B	b	-
							2b			-	-	-
							2b			-	-	-
							-			A	-	-
							1a			A	b	-
							A			A	b	-
							A			A	-	-
							A			A	-	-
							A			A	-	-
							A			A	-	-

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
29. RETIRED PAY (cont'd) 29.4. Certification of Pay Request TR: DoDFMR 7000.14-R Vol 7B Chap 8 30. CIVILIAN PAY TR: DoDFMR 7000.14-R Vol 8 30.1. Timekeeper Training 30.2 Allotment 30.3. Change of Address 30.4. Deductions 30.5. Direct Deposit 31. RESERVE COMPONENTS AND ROTC (PAY AND ALLOWANCES) TR: DoDFMR 7000.14-R Vol 7A Chap 59 32. ESTABLISH/UPDATE MASTER TRAVEL RECORDS TR:AFM 177-370; AFM 177-326 33. MILITARY AND DEPENDENT PCS, RETIREMENT AND SEPARATION TRAVEL TR:JFTR; AFI 65-103 Chap 3 33.1. Compute Leave and Allowable Travel Time TR:JFTR Chap 3, 5; AFI 65-103 Chap 5 33.2. Compute Travel and Transportation Options and Allowances TR:JFTR Chap 5; AFI 65-103 Chap 5 33.3. Determine Dislocation Allowance TR:JFTR Chap 5; AFI 65-103 Chap 5 33.4. POV Shipment/Storage TR:JFTR Chap 5; AFI 65-103 Chap 5							A			A	-	-
							A			A	-	-
							A			A	-	-
							A			A	-	-
							A			A	-	-
							A			A	-	-
							-			-	-	-
							2b			A	-	-
							2b			A	-	-
							2b			A	-	-
							2b			A	-	-
							A			A	-	-

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
33. MILITARY DEPENDENT PCS, RETIREMENT, AND SEPARATION TRAVEL (cont'd) 33.5. Vouchers TR:JFTR Chap 5; AFI 65-103 Chap 8 33.5.1. Compute CONUS-CONUS 33.5.2. Compute CONUS-Overseas or Return 33.5.3. IPCOT/COT 33.5.4. Transportation of Student Dependent 34. CIVILIAN AND DEPENDENT PCS TRAVEL TR:JTR Vol II; AFI 65-103 Chap 10 34.1. Allowable Travel Time 34.2. Travel and Transportation Allowances 34.3. TQSE 34.4. RITA/WT A 34.5. House Hunting 34.6. Real Estate 34.7. Miscellaneous Expense 34.8. Compute Voucher 34.8.1. CONUS-CONUS 34.8.2. Involving Overseas 35. COMPUTE TEMPORARY DUTY TRAVEL-MILITARY AND CIVILIAN TR:JFTR; JTR Vol II; AFI 65-103							-		-	-	-	
							2b		A	-	-	
							2b		A	-	-	
							A		A	-	-	
							A		A	-	-	
							-		A	-	-	
							-		A	-	-	
							-		A	-	-	
							-		A	-	-	
							-		A	-	-	
							-		A	-	-	
							-		A	-	-	
							-		A	-	-	
							-		A	-	-	

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
35. COMPUTE TEMPORARY DUTY TRAVEL—MILITARY AND CIVILIAN (cont'd) 35.1. Leave and Allowable Travel Time TR:JFTR Chap 4; AFI 65-103 Chap 4 35.2. Travel and Transportation Options and Allowances TR:JFTR Chap 4; AFI 65-103 Chap 3 35.3. Per Diem TR:JFTR Chap 4; AFI 65-103 Chap 4 35.4. Accrual Vouchers 35.5. Reimbursable Expenses TR:JFTR Chap 4; AFI 65-103 Chap 4 35.6. Reserves 35.6.1. Annual Training 35.6.2. Inactive Duty Training 35.7. Settlement Vouchers TR:JFTR Chap 4; AFI 65-103 Chap 8 36. COMPUTE VICINITY TRAVEL AND MISCELLANEOUS REIMBURSABLE EXPENSES TR:JFTR; JTR Vol II; AFI 65-103 Chap 4, 11 37. OVERSEAS EMERGENCY LEAVE TR:JFTR Chap 7; AFI 65-103 Chap 11 38. EMERGENCY EVACUATION ENTITLEMENTS TR:JFTR; JTR Vol II; AFI 65-103 Chap 11	*/b */b						2b 2b 2b - 2b 2b 2b 2b			A A A - A A A	- - - B 1a - - -	- - - - - -

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
39. COMPUTE DITY MOVES TR:JFTR Chap 5; AFI 65-103 Chap 5 40. GOVERNMENT TRAVEL CHARGE CARD PROGRAM TR:AFI 65-104 41. DDO OPERATIONS TR: DoDFMR 7000.14-R Vol 5; DFAS-DE 7040.1-M 42. OPLOC/RAFO OPERATIONS TR: DoDFMR 7000.14-R Vol 5; DFAS-DE 7040.1-M 42.1. Accountability 42.2. Treasury Operations 43. CONTINGENCY OPERATIONS TR: DoDFMR 7000.14-R Vol 5; AFI 10-213; AFPAM 65-110 43.1. Appointments and Duties of Agents 43.1.1. Disbursing Agents 43.1.2. Paying Agents 43.1.3. Cashiers 43.2. Safeguarding Funds TR: DoDFMR 7000.14-R Vol 5 Chap 3; AFI 31-209 Chap 8 43.3. Determine Sources of Funds 43.4. Limited Depository Account TR: DoDFMR 7000.14-R Vol 5 Chap 14 43.5. Accountability TR: DoDFMR 7000.14-R Vol 5 Chap 19; AFPAM 65-110 Chap 7							1a			A	-	-
							A			A	-	B
							A			A	-	-
							A			A	-	-
							A			A	-	-
							A			A	-	-
							A			B	2b	-
							A			B	2b	-
							A			B	2b	-
							A			B	2b	-
							A			B	2b	-
							A			B	2b	-
							A			B	2b	-

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
43. CONTINGENCY OPERATIONS (cont'd)												
43.6. Destruction of Funds							A			B	2b	-
43.7. Noncombatant Evacuation Operations							-			B	-	-
44. COST AND ECONOMIC ANALYSIS TR:AFPD 65-5; DODM 5000-4; AFI 65-501 to AFI 65-508; AFMAN 65-506												
44.1. Productivity Enhancement Capital Investment							-			A	-	-
44.2. Economic Analysis							-			A	-	-
45. A-76 COMMERCIAL ACTIVITIES TR:AFI 38-203; AFI 65-502; AFI 65-503; AFI 65-504							-			A	-	-
46. MANAGEMENT AND SUPERVISION TR:AFMAN 36-2108; AFI 36-2202; AFI 36-2403; AFI 36-2503; AFI 36-2907; AFI 36-3208; AFP 36-2241												
46.1. Federal Manager's Financial Integrity Act							-			-	-	B
46.1.1. Self-Inspection Program							-			-	-	B
46.1.2. Management Control Program							-			-	-	B
46.1.3. PRA Audits							-			-	-	B
46.1.4. Quality Assurance Program							-			-	-	B
46.1.5. Fraud, Waste and Abuse Program							-			-	-	B
46.2. Manpower Issues TR:AFI 38-201; AFI 38-204							-			-	-	B

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
46. MANAGEMENT AND SUPERVISION (cont'd)												
46.2.1. Unit Manpower Document							-			-	-	B
46.2.2. Unit Personnel Management Roster							-			-	-	B
46.2.3. Manpower Variance							-			-	-	B
46.2.4. AFMS 151A – AF Manpower Standard							-			-	-	B
46.3. Training TR:AFP 36-2245; AFP 36-2241												
46.3.1. Use OJT Training Guides							-			-	b	-
46.3.2. AF Training Management System (Formal Training Quotas)							-			-	-	B
46.4. Supervision TR:AFI 36-2403												
46.4.1. Establish Standards for Work Performance							-			-	-	b
46.4.2. Job Performance Feedback							-			-	-	B
46.5. Recognition Programs TR: DoDFMR 7000.14-R Vol 1 Chap 6; AFI 36-2846							-			-	-	B
46.5.1. AF Comptroller Awards Program							-			-	-	B
46.5.2. Base/MAJCOM/DFAS							-			-	-	B
46.5.3. Aces High							-			-	-	B
46.6. Doubtful Claims TR: DoDFMR 7000.14-R Vol 10 Chap 3							-			-	-	B
46.7. Air Force Audit Program TR:AFPD 65-3; AFI 65-301							-			-	-	B

AFSC 6F0XX SPECIALTY TRAINING STANDARD (STS)

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
46. MANAGEMENT AND SUPERVISION (cont'd) 46.8. Mobility and Deployment TR:AFI 10-213; AFMAN 10-401 Vol 1 Chap 6, 18 46.8.1. Base Mobility Plans, Predeployments/Deployment Procedures 46.8.2. UTCs Availability and Management Information Summary 46.8.3. Mission Capability Statements 46.8.4. MEFPEK Manager (LOGDET Kit Management)							-			-	-	B
							-			-	-	B
							-			-	-	B
							-			-	-	B
							-			-	-	B

SUMMARY OF CHANGES

This STS represents a merged 6F0XX AFSC training document (replacing previously issued STS documents for AFSCs 6F0X1 and 6F1X1). It reflects the tasks, knowledge and proficiency levels associated with Financial Management and Comptroller functional disciplines. This revision incorporates new Training Reference changes, and includes updated proficiency codes for initial skills training, journeyman in-residence training, and career development courses (CDCs) as applicable.

Section B – Course Objective List

7. **Measurement.** Each objective is indicated as follows: W indicates task or subject knowledge which is measured using a written test, PC indicates required task performance which is measured with a performance progress check, and PC/W indicates separate measurement of both knowledge and performance elements using a written test and performance progress check.
8. **Standard.** The standard is 75% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or part of the behavior until satisfactory performance is attained.
9. **Proficiency Level.** Most task performance is taught to the “2b” proficiency level which means the students can do most parts of the task, but need assistance on the hardest parts of the task (partially proficient). The student can also determine step by step procedures for doing the task.
10. **Course Objective.** These objectives are listed in the sequence taught by Block of Instruction. Completion of the course objective list will be accomplished by the instructor staff of the Financial Management and Comptroller technical training center after AFCFM approval of the STS in Part II, Section A of this document. Underlined STS reference items on the list identify the final time this particular area is covered in the apprentice course curriculum.

7.1. Initial Skills Course:

7.1.10. Block I. Orientation

- 2a. Identify basic facts pertaining to the career ladder progression and duties AFSC 6F0XX with a minimum of 75 percent accuracy.
STS: 1. Meas: PC/W
- 3a. Identify basic facts pertaining to publications, indexes, and maintaining publications with a minimum of 75 percent accuracy.
STS: 2.1., 2.2. Meas: PC/W
- 3b. Using the Air Force Electronic Publications Library (AFEPL), locate, research, interpret, and apply Comptroller publications with no more than two instructor assists.
STS: 2.1., 2.2. Meas: PC

- 4a. Identify basic facts pertaining to the security precautions of AFSC 6F0XX for Operations Security (OPSEC) with a minimum of 75 percent accuracy.
STS: 3. Meas: PC/W
- 5a. Identify basic facts pertaining to the Federal Budget System with a minimum of 75 percent accuracy.
STS: 6.1., 6.2. Meas: PC/W

7.1.11. Block I. Accounting Principles

- 1a. Identify facts pertaining to the distribution of funds with a minimum of 75 percent accuracy.
STS: 9.2., 9.3., 9.3.1., 9.4., 9.4.1., 9.4.2., 9.4.3., 9.5. Meas: PC/W
- 2a. Identify general principles pertaining to the stages of disbursement/reimbursement accounting with a minimum of 75 percent accuracy.
STS: 11.1., 11.1.1., 11.1.1.1., 11.1.1.2., 11.1.1.3., 11.1.1.4., 11.1.2., 11.1.2.1., 11.1.2.2., 11.1.2.3. Meas: PC/W
- 3a. Given selected accounting classifications, determine elements pertaining to the major components of various accounting classifications with a minimum of 75 percent accuracy.
STS: 11.2. Meas: PC/W
- 4a. Given various types of accounting classifications, build and research addresses with no more than two instructor assists.
STS: 11.3. Meas: PC/W
- 4b. Identify basic facts pertaining to the Master Appropriation Reference Table (MART) and By-Pass Codes with a minimum of 75 percent accuracy.
STS: 11.7. Meas: PC/W
- 5a. Identify basic facts pertaining to certifying fund availability with a minimum of 75 percent accuracy.
STS: 4.6., 11.4., 11.4.1., 11.4.2. Meas: PC/W
- 5b. Identify basic facts pertaining to rejects and management notices for internal records with a minimum of 75 percent accuracy.
STS: 11.8. Meas: PC/W

7.1.12. Block III. Accounts Receivable Overview

- 1a. Identify basic facts pertaining to Accounts Receivable and Reimbursement Accounting with a minimum of 75 percent accuracy.
STS: 11.1.2., 11.1.2.1., 11.1.2.2., 11.1.2.3., 11.15. Meas: PC/W
- 2a. Identify basic facts pertaining to billing and collection procedures with a minimum of 75 percent accuracy.
STS: 11.15.1., 11.15.2. Meas: PC/W
- 2b. Given billing and collection documentation and processing media, process documents into accounting records with no more than two instructor assists per document.
STS: 11.15.2. Meas: PC/W
- 3a. Identify basic facts pertaining to governmental accounting with a minimum of 75 percent accuracy.
STS: 11.16., 11.16.1., 11.16.2. Meas: PC/W

7.1.13. Block IV. Accounting Principles at Base Level

- 1a. Identify basic facts pertaining to Travel Accounting systems with a minimum of 75 percent accuracy.
STS: 11.5., 11.5.1., Meas: PC/W
- 1b. Given selected documents and Automated Data Processing Equipment (ADPE), create Master Travel Records with no more than two instructor assists per document.
STS: 11.5.2., 11.5.3., 32. Meas: PC/W
- 1c. Given selected documents and ADPE, process commitments and travel orders with no more than two instructor assists per document.
STS: 11.5.2., 11.5.3., 11.9., 11.9.2., 11.10.7.7. Meas: PC/W
- 1d. Identify basic facts pertaining to travel accounting management and end-of-day computer products with a minimum of 75 percent accuracy.
STS: 11.18., 32. Meas: PC/W
- 2a. Identify basic facts pertaining to Accounts Payable automated systems with a minimum of 75 percent accuracy.
STS: 11.5., 11.5.1. Meas: PC/W
- 2b. Using processing media and selected documents, process commitment documents with no more than two instructor assists per document.
STS: 11.5.2., 11.5.3., 11.9., 11.9.1., 11.9.2., 11.9.3., 11.9.4., 11.9.5.

Meas: PC/W

- 2c. Identify basic facts pertaining to Accounts Payable management products for commitments with a minimum of 75 percent accuracy.
STS: 11.14. Meas: PC/W
- 3a. Using selected scenarios and student notes, answer customer service questions with no more than two assists per scenario.
STS: 5. Meas: PC

7.1.14. Block V. Accounting Principles at Operating Locations (OPLOC)

- 1a. Using processing media and selected documents, process obligation records with no more than two instructor assists per document.
STS: 11.5.2., 11.5.3., 11.10., 11.10.1., 11.10.4., 11.10.5., 11.10.6., 11.10.7.6. Meas: PC/W
- 1b. Using processing media and selected documents, process miscellaneous documents with no more than two instructor assists per document.
STS: 11.5.2., 11.5.3., 11.10., 11.10.7., 11.10.7.1., 11.10.7.2., 11.10.7.3., 11.10.7.4., 11.10.7.5., 11.10.7.8. Meas: PC/W
- 1c. Using processing media and selected documents, process receipt documents with no more than two instructor assists per document.
STS: 11.11. Meas: PC/W
- 2a. Using study notes and examples, process requirements needed for computing discounts, interest penalties, and foreign currency manually with no more than two errors.
STS: 11.13., 11.13.1., 11.13.1.1., 11.13.1.2., 11.13.2., 11.13.2.1., 11.13.2.2.
Meas: PC/W
- 2b. Using processing media and selected documents, process invoice documents with no more than two instructor assists per document.
STS: 11.5.2., 11.5.3., 11.12. Meas: PC/W
- 2c. Given selected documents, prepare and assemble payment vouchers with no more than two instructor assists.
STS: 11.13.3., 11.13.4. Meas: PC
- 3a. Identify basic facts pertaining to Accounts Payable management products for obligations and payments processing with a minimum of 75 percent accuracy.

STS: 11.14. Meas: PC/W

- 3b. Identify basic facts pertaining to GAFS management products with a minimum of 75 percent accuracy.
STS: 11.17., 11.17.1., 11.17.2., 11.17.3., 11.17.4., 11.17.5. Meas: PC/W
- 4a. Using selected scenarios and student notes, answer customer service questions with no more than two instructor assists per question.
STS: 5. Meas: PC/W

7.1.15. Block VI. FSO Travel Computation – Military PCS

- 1a. Identify basic facts pertaining to the Travel Computation PC with a minimum of 75 percent accuracy.
STS: 33.5., 35.7. Meas: PC/W
- 2a. Given five pairs of selected locations and ADPE, determine official distances with no more than one error.
STS: 33.1. Meas: PC/W
- 2b. Given two vouchers, AF Forms 985, and HO #4, compute allowable travel time, proceed time, leave time, and prepare AF Forms 985 for Military PCS travel with no more than two errors per document.
STS: 33.1. Meas: PC/W
- 2c. Given two vouchers, orders, and HOs #4 and #5, compute Military PCS entitlements and process into ADPE with no more than two errors per voucher.
STS: 33.2., 33.3., 33.5., 33.5.1., 33.5.2. Meas: PC/W
- 2d. Given two vouchers, orders, and appropriate attachments, compute Do-It-Yourself (DITY) moves with no more than two errors per Voucher.
STS: 39. Meas: PC/W
- 2e. Given selected travel documents and ADPE or a calculator, compute separation and retirement entitlements with no more than two errors per voucher.
STS: 33.1., 33.2. Meas: PC/W
- 2f. Identify basic facts pertaining to miscellaneous overseas travel with a minimum of 75 percent accuracy.
STS: 33.4., 33.5.3., 33.5.4., 37. Meas: PC/W

7.1.16. Block VII. FSO Travel Computation – Military/Civilian TDY

- 1a. Given two vouchers, AF Forms 985, and HO #4, compute allowable travel time and travel generated leave and prepare AF Form 985 for Military TDY travel with no more than two errors per document.
STS: 35.1. Meas: PC/W
- 1b. Given two vouchers, orders, and HOs #4 and #5, compute and process into ADPE Military TDY entitlements with no more than two errors per Voucher.
STS: 35.2., 35.3., 35.5., 35.7. Meas: PC/W
- 1c. Given two vouchers, orders, and HO #4, compute allowable travel time for Civilians with no more than two errors per voucher.
STS: 35.1. Meas: PC/W
- 1d. Given two vouchers, orders, and HOs #4 and #5, compute and input into ADPE Civilian TDY entitlements with no more than two errors per Voucher.
STS: 35.2., 35.3., 35.5., 35.7. Meas: PC/W
- 1e. Given two vouchers and HO #4, compute travel entitlements for the Air National Guard/Air Force Reserve members with no more than two errors per voucher.
STS: 35.6., 35.6.1., 35.6.2. Meas: PC/W
- 1f. Given appropriate documentation, prepare vicinity travel and miscellaneous reimbursable expenses with no more than two errors per voucher.
STS: 36. Meas: PC/W
- 1g. Identify basic facts pertaining to the Government Travel Charge Card Program with a minimum of 75 percent accuracy.
STS: 40. Meas: PC/W

7.1.17. Block VIII. FSO Military Pay Processes – Entitlements

- 1a. Identify basic facts pertaining to the Military Pay System with a minimum of 75 percent accuracy.
STS: 12.1. Meas: PC/W
- 2a. Given DFAS-DEM 7073-1, interpret Master Military Pay Accounts

(MMPAs) with no more than two procedural errors.

STS: 12.1. Meas: PC/W

- 3a. Given a calculator, ADPE, a pay chart, and five problems, compute Basic Pay with no more than one error per problem.
STS: 13.1. Meas: PC/W
- 3b. Identify basic facts pertaining to Special Pays with a minimum of 75 percent accuracy.
STS: 13.2.1., 13.2.2., 13.2.3., 13.2.4., 13.2.5., 13.2.6., 13.2.7.
Meas: PC/W
- 3c. Given a calculator, ADPE, and five problems, compute Basic Allowance for Housing (BAH) with no more than two errors.
STS: 13.3.1., 14.2. Meas: PC/W
- 3d. Given a calculator, ADPE, and five problems, compute Basic Allowance for Subsistence (BAS) with no more than two errors.
STS: 14.1. Meas: PC/W
- 3e. Given a calculator, ADPE, and five problems, compute Family Separation Allowance (FSA) with no more than two errors.
STS: 14.4. Meas: PC/W
- 3f. Given a calculator and five problems, compute Temporary Lodging Expense (TLE) with no more than one error per problem.
STS: 14.8. Meas: PC/W
- 3g. Given a calculator, ADPE, and five problems, compute Overseas Station Allowances with no more than two errors.
STS: 14.5., 14.6., 14.7. Meas: PC/W
- 3h. Identify basic facts pertaining to Officer's Uniform and Equipment Allowances (UEA) and Enlisted Clothing Allowance with a minimum of 75 percent accuracy.
STS: 14.3. Meas: PC/W
- 4a. Identify basic facts pertaining to Direct Deposit and Address Changes with a minimum of 75 percent accuracy.
STS: 24., 25. Meas: PC/W
- 4b. Using regulatory guidance, prepare documentation pertaining to Direct Deposit and Address Changes with no more than two errors per document.

STS: 24., 25. Meas: PC

7.1.9. Block IX. FSO Military Pay Processes – Statuses/Deductions/Payments/Processing

- 1a. Identify basic facts pertaining to duty status changes and their effect on Military Pay with a minimum of 75 percent accuracy.
STS: 15.1., 15.2., 15.3., 15.4., 19., 20., 21. Meas: PC/W
- 2a. Given DFAS-DEM 7073.1-M, a tax chart, a calculator, and three problems, compute FITW, SITW, and FICA with no more than two errors per tax.
STS: 16.1., 27. Meas: PC/W
- 2b. Identify basic facts pertaining to miscellaneous deductions with a minimum of 75 percent accuracy.
STS: 16.2., 18.1., 18.2., 18.3., 18.5., 18.6., 22.1., 22.2., 28. Meas: PC/W
- 2c. Identify basic facts pertaining to Allotments with a minimum of 75 percent accuracy.
STS: 17. Meas: PC/W
- 2d. Using regulatory guidance, prepare documentation pertaining to allotments with no more than two errors per documents.
STS: 17. Meas: PC/W
- 3a. Given regulatory guidance, MMPA inquiry prints, and Leave and Earning Statements, compute base level authorized payments with no more than two errors per payment.
STS: 23.1., 23.2., 23.3. Meas: PC/W
- 4a. Given selected scenarios, DFAS-DEM 7073.1-M and ADPE, prepare and process Military Pay transactions with no more than two errors per transaction.
STS: 14.1., 14.2., 14.4., 14.5., 14.6., 14.7., 14.8., 15.1., 15.2., 16.1., 17., 23.1., 23.2., 23.3., 24., 25., 27. Meas: PC/W
- 5a. Interpret a Leave and Earning Statement with no more than three errors.
STS: 12.2. Meas: PC/W

7.1.10. Block X. Comptroller Uniques – Disbursing/Retired Pay/Civilian Pay/Scenarios

- 1a. Identify basic facts pertaining to the Deputy Disbursing Officer (DDO), Operation Location (OPLOC), and Regional Accounting and Finance Office (RAFO) operations with a minimum of 75 percent accuracy.

STS: 41., 42.1., 42.2. Meas: PC/W

- 1b. Identify basic facts pertaining to Contingency Operations with a minimum of 75 percent accuracy.

STS: 43.1., 43.1.1., 43.1.2., 43.1.3., 43.2., 43.3., 43.4., 43.5., 43.6.

Meas: PC/W

- 2a. Identify basic facts pertaining to Retired Pay with a minimum of 75 percent accuracy.

STS: 29.1., 29.2., 29.3., 29.4. Meas: PC/W

- 2b. Identify basic facts pertaining to Civilian Pay with a minimum of 75 percent accuracy.

STS: 30.1., 30.2., 30.3., 30.4., 30.5. Meas: PC/W

- 4a. Given selected scenarios, regulatory guidance, and ADPE, perform customer service on three out of four scenarios satisfactorily with no more than 2 instructor assists per scenario.

STS: 5., 11.9., 11.9.1., 11.9.2., 11.9.3., 11.10., 11.10.7., 11.10.7.7., 11.15.2., 13.1., 14.1., 14.2., 14.4., 14.5., 14.6., 14.7., 14.8., 15.3., 16.1., 17., 23.1., 23.2., 24., 25., 33.1., 33.2., 33.3., 35.1., 35.2., 35.3., 35.5., 35.7., 36. Meas: PC

- 5a. Discuss General Air Force Doctrine and Environmental Education and the individual's role as directed by AETCI 36-2203.

Meas: None

Section C – Support Material

8. There are currently no support material requirements. This area is reserved.

Section D – Training Course Index

9. **Purpose.** This section of the CFETP identifies training courses available for the specialty.

10. Air Force In-Residence Courses.

COURSE	TITLE	LOCATION	USER
J3ABR6F031 - 005	Financial Mgmt and Comptroller Apprentice	Sheppard AFB TX	AF
J3ACR6F071 - 001	Financial Mgmt and Comptroller Craftsman	Sheppard AFB TX	AF
J3AZR6F071 - 000	Travel	Sheppard AFB TX	AF
J3AZR6F071 - 002	Accounting	Sheppard AFB TX	AF
J3AZR6F071 - 003	Accounts Payable	Sheppard AFB TX	AF
J3AZR6F071 - 006	Accounting Liaison	Sheppard AFB TX	AF
J3AZR6F071 - 007	Integrated Accounts Payable	Sheppard AFB TX	AF
J3AZR6F071 - 009	Financial Analysis	Sheppard AFB TX	AF
J3AZR6F071 - 010	Military Pay	Sheppard AFB TX	AF
J3OAR65F4 - 003	Financial Management Staff Officer's Course	Sheppard AFB TX	AF

11. Extension Course Institute (ECI) Courses

COURSE	TITLE	LOCATION	USER
6F051A	Financial Mgmt and Comptroller Journeyman (Customer Service and Support Processes)	Gunter AFS AL	AF
6F051B	Financial Mgmt and Comptroller Journeyman (Accounting Principles, Financial Management and Planning, Financial Analysis and Contingency Operations)	Gunter AFS AL	AF
6F071	Financial Mgmt and Comptroller Craftsman (Management Roles and Responsibilities)	Gunter AFS AL	AF

12. Exportable Courses and Training Offered Through Other DoD Agencies

COURSE	TITLE	LOCATION	USER
J3AZT6F071 – 001	Travel	Mobile Training	AF
J3AZT6F071 – 005	Accounts Payable	Mobile Training	AF
J3AZT6F071 – 006	Accounting	Mobile Training	AF
J3AZT6F071 – 009	Integrated Accounts Payable	Mobile Training	AF
J3AZT6F071 – 011	Military Pay	Mobile Training	AF
WMGT1412	Financial Management	WPAFB OH	DoD
No ID	Cost Analysis (Graduate)	WPAFB OH	DoD
MAFJAG770	Federal Income Tax Law Course	Maxwell AFB	DoD

13. Courses Under Development/Revision

COURSE	TITLE	LOCATION	USER
---------------	--------------	-----------------	-------------

*** Not applicable ***

Section E – MAJCOM Unique Requirements

14. There are currently no MAJCOM unique requirements. This area is reserved.

Section F – The Individual Development Plan (IDP)

15. An Introduction to the IDP.

15.1. The individual development plan is designed as an interactive roadmap to guide you through a successful Air Force career. It offers a means to analyze your own development needs, set specific short-and-long-term goals and decide which opportunities best meet these needs and goals.

15.2 The IDP can serve as a contract between you and your supervisor by melding your goals and desires with their promise to help and support you toward these endeavors. It can also serve as an outstanding document to use, or go over, when conducting both formal and informal feedback.

15.3. We encourage you to thoroughly review not only your grade group, but the successive ones as well, as you prepare for advancement through the ranks.

15.4. The IDP is available through either disc or Internet access

16. What the IDP Does for You.

16.1. It maps out a game plan for a successful career - combining guidance, insight, and your own commitment to meet both personal and professional goals. The IDP provides suggested timelines of when you should accomplish certain goals or requirements in your career. However, it is interactive, so you can insert your own goals, milestones and/or timelines, or adjust those suggested in the IDP.

16.2. The IDP contains generic information for all grades. It also contains specific information, which is categorized into five grade groups: AB-A1C, SrA-SSgt, TSgt-MSgt, SMSgt and CMSgt. Within each grade group are three modules: *job experience, training, and leadership*.

16.2.1. The Job Experience module has two major areas: *functional experience and career broadening*. The *functional experience* area outlines major comptroller responsibilities and identifies specific areas of concentration within each functional area. The *career broadening* area outlines other comptroller functional requirements such as deployments, communication and special duty assignments.

16.2.2. The Training module typically has three major areas: *functional training, professional military education (PME) and civilian education*. The *functional training* area outlines CFETP and trainer requirements as well as information and options associated with our functional schools (e.g. the 7-level course and FMSOC) and continuing professional education (CPE) credits. The *PME* area discusses Airman Leadership School and the NCO academies as well as setting goals while attending these schools. The *civilian education* area discusses the value of

education and provides specific information on earning your CCAF or higher collegiate degrees – plus other civilian education classes that benefit you on the job (like Word, Excel, etc).

16.2.3. The Leadership module strongly encourages a very active involvement in base, community and professional organizations. It also recommends taking advantage of other professional leadership opportunities, leadership by observation (using mentors), and formal supervision initiatives.

17. How to Make the IDP Work for You.

17.1. There are 4 basic steps you must commit to before the IDP can be an asset to you.

17.1.1. First, you must understand it's very unlikely you're going to build a viable individual development plan in 30 minutes. Completing the IDP requires an investment of both time and energy. It will be a continuous process throughout your career. Something that will require your attention regularly. It also requires introspection and honesty with yourself. You must make and take the time to build your plan right.

17.1.2. Second, you must both have a firm grasp of what experience, training and leadership responsibilities (in professional organizations and civic associations) you do have, as well as those requiring further attention. This IDP will help you perform this personal assessment.

17.1.3. Third, be prepared to write down your personal and professional goals, based on those areas requiring attention. These goals must be measurable and achievable over a specific period of time. As the IDP provides you opportunities to list goals and journalize your accomplishments – the importance of documenting both can not be stressed enough.

17.1.4. The IDP is designed to be a living, breathing part of your career. Review it often, make changes accordingly, and take action daily to improve yourself as you continue through your career.

17.2. Getting started with the IDP - **Read it!**

17.2.1. The Career Information (on the first main screen) is a great way to start!

17.2.2. The real journey begins within specific grade groups. It's strongly recommended that you review the data for your particular grade group and begin with the mindset this is your IDP – because that's exactly what it is. Decide which of the three modules (Job Experience, Training, or Leadership) you want to begin with first, and “click” your way into that module.

17.2.3. After entering a module and reading the general comments, you'll find links to a variety of topics on the left-hand side. “Click” your way into each of these topics, one by one, and read

the informative and/or motivational message in each of these areas. Take notes as you evaluate your position and think about what goals you should set in this area.

17.2.4. Then proceed to the other two modules and do the same thing, always remembering to evaluate and think about possible goals.

17.3. Taking the next step – **Setting goals!**

17.3.1. As you finish reading each topic area in a module, the opportunity exists to list your specific goals or past accomplishments. However, you don't have to do everything at once. If you're not interested in setting a goal in a specific area at that moment, it's perfectly acceptable to leave it blank.

17.3.2. Making your goals specific and achievable will take time if you expect them to be done right. You must think, research and/or calculate the resources needed or available to achieve your goals. *Resources* include such things as time, financial investment, moral support, availability of classes and courses, and your own dedication. Taking these factors into consideration is important because they will influence how many short and long-term goals you have. The important thing to remember is that you're setting goals towards your pursuit of excellence.

17.3.3. Having determined your goals, annotate them in your IDP. This is exactly what makes it yours! It's a combination of your reading, your assessments, your research and analysis, and your personal commitment. By doing so, you've set a roadmap that will start you down the path of "living on purpose" -- which will lead you to a successful career.

Note: It's highly recommended you share your goals with supervisors, colleagues and significant others in your life. Commitment to goals is always stronger when others are supporting you!

17.4. The IDP also serves as an excellent journal, so – **Record it!** *Have a copy available during feedback sessions, so you and your supervisor can review it together.*

17.4.1. There are a variety of reasons to have a consolidated database to store personal accomplishments or information. The IDP provides opportunities to record various types of accomplishments, and a few areas even provide a place for personal explanatory notes. Some examples are:

- a. CDC completion
- b. Functional area training and expertise completed
- a. Tracking CPE credits for professional qualifications
- b. College courses completed
- c. PME completed
- d. Deployments or Top Dollar competitions completed
- e. Assignments goals

f. Keeping track of mentors

17.4.2. This information can be extremely invaluable in two major ways. One is for a quick-reference list of accomplishments for Enlisted Performance Reports and/or awards and decorations. The second and more important value to keeping this journal is you can see what you've accomplished. Nothing breeds success like success, and when you look back and see that you made a plan, set your goals, and accomplished them, it becomes infectious. It's absolutely amazing what can be achieved when you are personally involved in the entire process.

17.4.3. The IDP also provides options to produce a variety of reports so you can have a file or paper copy of your data.

18. The IDP is your personal professional development plan; therefore, it's only as good as you make it. Read it, use it, and you'll have a great career as a member of the United States Air Force Financial Management enlisted corps.